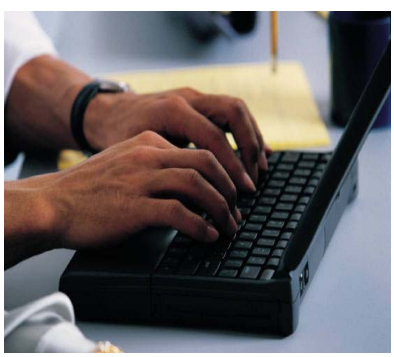
ACMIS Acquisition Career Management Information System

Federal Acquisition Institute

# ACMIS Training Manual for Employees & Program Administrators



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# Section I: Employee Procedures

# Introduction

**What is ACMIS?**

The Clinger-Cohen Act (41 USC 433 (d)) directed all agencies to keep training records on their acquisition workforce. The Office of Federal Procurement Policy (OFPP) tasked FAI to develop a system for use by all agencies. In collaboration with an interagency committee, FAI developed a web-accessible database system known as the Acquisition Career Management Information System (ACMIS). This system contains training and educational records and warrant information for acquisition professionals and has query and report capability.

**Who uses ACMIS?**

As defined by OFPP Policy Letter 97-01, the acquisition workforce is defined as:

- All Positions in the GS-1102 Contracting Series and non-DOD uniformed personnel in comparable positions;
- All Contracting Officers regardless of General Schedule series with authority to obligate funds above the micropurchase threshold;
- All positions in the GS-1105 Purchasing Series; and
- All Contracting Officer Representatives/Contracting Officer Technical Representatives or equivalent positions.
- *View a list of job series included in ACMIS on the ACMIS Login screen.*

**Why use ACMIS?**

ACMIS will assist the agencies in collecting and maintaining information on the acquisition workforce. Managers will use ACMIS information to make decisions about budgets, staffing, and training. ACMIS allows employees to easily access and update education, training, and other career information records.

**How do I use ACMIS?**

ACMIS is a Web-accessible database accessed through a standard Web browser (Internet Explorer). Using ACMIS is similar to accessing any Web page. If you're familiar with the World Wide Web, you can easily use ACMIS. **www.acmis.gov**

# Understanding Access Levels

**Understanding Access Levels**

Once you have successfully logged into ACMIS, your assigned access level determines what information you can view and edit in the system. The table identifies the access levels in ACMIS and defines the rights associated with each.

| ACMIS Access Levels | |
|---|---|
| ***Users*** | ***Rights*** |
| **ACMIS Employee:** *Employee designated by agency as acquisition workforce* | ➢ View and update personal records<br>➢ Select supervisor and/or training manager and grant access to view and update records |
| **Supervisor:** *Agency employee who supervises ACMIS employees* | ➢ View and update records for all supervised employees (given these access rights by the employee) |
| **Training Manager:** *Agency employee whose duties include scheduling training & recording completion of training* | ➢ View and update training course information for employees (given these access rights by the employee) |
| **Program Administrator:** *Agency employee who maintains agency information in ACMIS* | ➢ View and update agency specific data (e.g., Training Providers and Mandatory Training Groups)<br>➢ Create accounts for employees whose personnel files are not in the system<br>➢ Select Program Administrators and grant them access to view and update agency-specific data<br>➢ Reset passwords and accounts for employees |
| **System Administrator:** *FAI employee who oversees ACMIS* | ➢ View all system data except passwords<br>➢ Update any system data and reset passwords and accounts |

**NOTE** *Employees have the right and responsibility to select supervisors and training managers and grant them access to their records.*

# Getting Started Using ACMIS

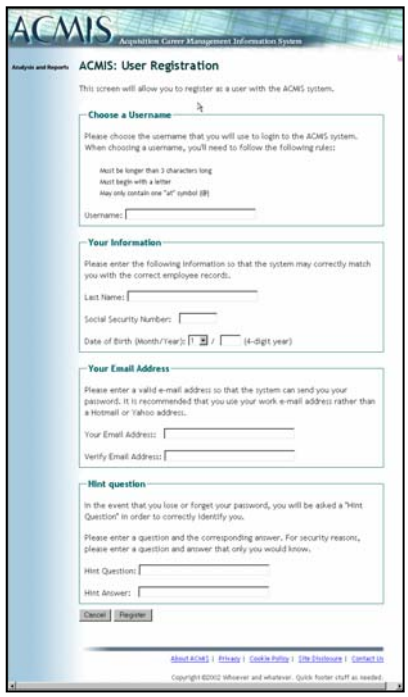
**Registration process**

In order to register with ACMIS, your personnel records must already exist in ACMIS. Review the list of job series contained in ACMIS on the login screen. If your job series is listed, follow the steps below. If your job series is **not** listed, read the *Note* at the bottom of this page.

To access the system, you must complete a registration form on the ACMIS site. Once the form is submitted, you are sent a temporary password via e-mail that allows you to log in to ACMIS.

**To Register with ACMIS:**

1. Open your Browser and type the URL in the Address field: **www.acmis.gov**.
2. Read the *Unclassified Government Site Disclosure*. Click on the **Accept** button to continue with the log in process.
3. Click the **Register as a New User?** link on the Login Screen. The User Registration screen is displayed.
4. Enter the required information in each field. Follow the instructions that are provided. *Use the **Tab** key to move between fields.*



User Registration Screen

**Tips for Completing the Form:**

*Create a username that is the same format of an e-mail username (e.g., john.smith).*

- *There are **no** dashes in the social security number.*
- *Remember to submit your work e-mail address.*

5. Click the **Register** button to submit the completed form.
6. The data is verified within 24 hours and a temporary password is e-mailed to you.

**NOTE** *If your job series is **not** listed, you must contact your designated Program Administrator to create an account for you. This account contains your birth date and social security number. Once you have an account, you can register with the system.*

# Getting Started Using ACMIS

**To Log in to ACMIS the First Time:**

1. Return to the ACMIS site. www.acmis.gov
2. On the Welcome screen, click the **Login** link located on the sidebar. The Login screen is displayed.
3. Enter your Username (created at Registration) and the temporary password (i.e., the one received via e-mail.)
4. Click the **Sign In** button. The Change Password screen is displayed.

**Tip for First Log in:**

*The "Password" field is case sensitive. To avoid errors, copy the temporary password from the e-mail message and paste it into the password field.*

**Password Guidelines**

You must change your temporary password after your initial login. If you do not, you will be locked out of the system. Review the *Welcome to ACMIS* e-mail message to ensure that you are compliant with the ACMIS password guidelines. Create a password that:

- Is at least 8 characters in length; and
- Contains a combination of alphabetic, numeric, and special characters.
- Example: pazzwrd#03

*Note that a password expires every 90 days at which time you are prompted to change your password before continuing to use the system.*

**To Change Your Password:**

1. Enter (or paste) the temporary password in the "Current Password" field.
2. In the "New Password" field, type the new password and confirm that password by entering it in the next field.
3. Click the **Change** button. You are automatically logged out of ACMIS. Return to the Welcome screen to log in with your new password.

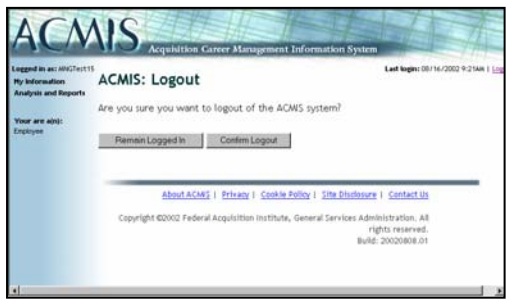
**Rules of Behavior**

The first time you log in with your new password, you must read and accept the *Rules of Behavior* to enter the system. The *Rules of Behavior* are based on GSA's policies and guidelines and other cited federal documents. Click the **I Agree** button to accept that you will adhere to *Rules of Behavior.* This will end your session and you must log in again. *Note that you must accept the Rules of Behavior on an annual basis.*

# Getting Started Using ACMIS

**To Log out of ACMIS:**

1. To log out of ACMIS, click the **Logout** link located in the upper right corner of the screen.
2. A message asking you to confirm logout is displayed.
3. Click the **Confirm Logout** button.
   You are logged out of ACMIS.



Logout Screen

**Forgot Password**

The system allows five failed login attempts before locking an account. Instead of guessing at your password and risk being locked out, there are two options available:

1. Contact your Program Administrator to reset your password.
2. You will receive an e-mail (*Password Change Requested)* that contains a temporary password. Use this to log in to the system and create your new password.

**OR**

1. Click the **Forgot Your Password?** link.
2. Enter the required information on the Forgot Password screen and click the **Next** button.
3. Enter the answer to the hint question from your original registration form. The Verification Successful screen is displayed and you will receive an e-mail containing a temporary password within 24 hours.

**NOTE** *If the hint question is **not** the one created at registration, your account has been locked. Contact your Program Administrator to reset your account.*

**Failed Login Attempts**

After five failed login attempts, an ACMIS account is disabled. *If* you have been identified by a valid username, an e-mail is sent to you. The message indicates that:

- Your ACMIS account has been disabled due to excessive failed login attempts; and
- Contact your Program Administrator to reset your account.

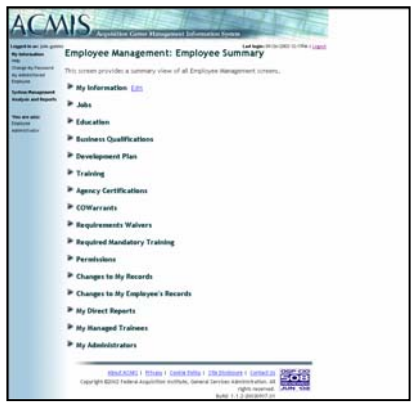
*Remember: You can always contact the ACMIS Help Desk with your questions.*
***acmis_help@sra.com***

# Employee Management Screen

Employee Management: Employee Summary is the primary screen which houses links to sections where employee data is entered and edited in ACMIS. The following pages provide descriptions of the sections and steps on how to create, edit, and view data.

**Using ACMIS:**

- Click the arrow to view or hide a section.
- **Edit** and **Delete** links are displayed once information has been added to a section.
- A required field left blank or completed incorrectly will display an error message and prompt you to fix the error.
- Click the **Cancel** button to leave the current section and return to the previous without saving changes.



Employee Management Screen

- **My Information**

Displays the employee profile, which contains data such as name, hire date, social security number, and grade level.

- **Jobs**

Displays an employee's current job and jobs held in the past.

*The first record to create is your current job. It is important that your current job is accurate in ACMIS. This allows the Program Administrator to find you in the system.*

- **Education**

Lists an employee's formal education.

- **Business Qualifications**

Tracks an employee's 24 semester hours of business-related courses.

- **Development Plan**

Displays career objectives and activities developed by manager and employee.

- **Training**

Displays an employee's scheduled and/or completed training.

# Employee Management Screen

- **Agency Certifications**

Lists information on the formal certifications an employee has received from the federal Government.

- **CO Warrants**

Lists information on the authority an employee has to purchase goods and services.

- **Requirements Waivers**

Contains data on waivers issued to an employee.

- **Required Mandatory Training**

Lists required training courses.

Select this group **before** entering completed training.

- **Permissions**

Lists staff granted permission by the employee to view his/her records.

- **Changes to My Records**

Provides a summary of edits to an employee's records.

- **Changes to My Employee's Records**

Provides a summary of edits to staff records.

- **My Direct Reports**

Displays a list of supervised employees with links to their records.

- **My Managed Trainees**

Provides links to staff training information.

- **My Administrators**

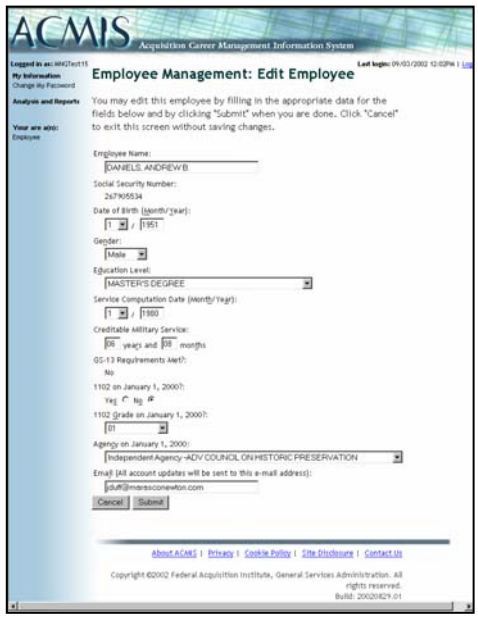
Lists the Program Administrators who maintain agency information.

# Creating, Editing & Viewing Data

**NOTE** *All the steps for creating, editing, and viewing data start on the Employee Management: Employee Summary screen.*

**To Edit My Information:**

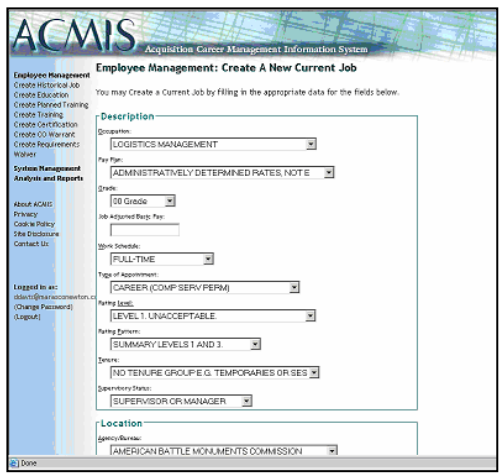
1. Click the **Edit** link beside My Information. The Edit Employee screen is displayed.
2. Enter the appropriate information in the blank fields or select from the pull-down menus.
3. Click **Submit** to save the information and return to the Employee Management screen.




Edit Employee Screen

**To Create a Job:**

1. Click the arrow beside **Jobs**. The job history is displayed.
2. Choose to create a new current permanent job or historical job and click the corresponding link.
3. Enter the appropriate information in the blank fields or select from the pull-down menus. *Note that there are four screens to complete*.
4. Click the **Submit** button to save the information and return to the Employee Management screen.



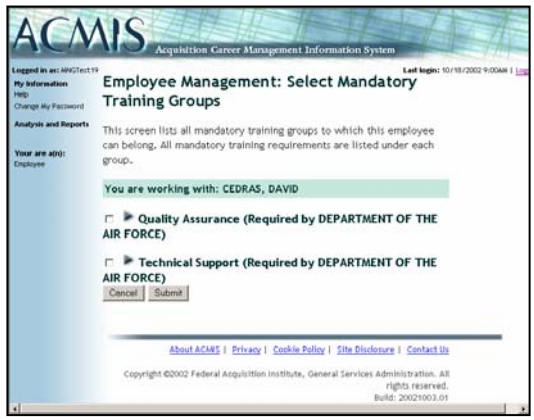

Create a New Current Job Screen

*Remember to verify that your current job is correct. Otherwise your Program Administrator will not find your record in the system.*

# Creating, Editing, & Viewing Data

**To Add Mandatory Training Information:**

1. Click the arrow beside **Required Mandatory Training**. Mandatory training groups assigned to the employee are displayed.
2. Click the **Select Mandatory Training Group** link.
3. Click the arrow beside the group name to view the course information.
4. Click the box beside each group name to add it as an employee's mandatory training group.
5. Click the **Submit** button to save the information and return to the Employee Management screen.



Select Mandatory Training Groups Screen

**NOTE** *To remove a mandatory training group, follow the above steps, except uncheck the box beside the group name and click the **Submit** button.*

**To Create Training:** *(Remember to select the Mandatory Training Group first.)*

1. Click the arrow beside **Training**. The training information is displayed.
2. Click the **Training** link.
3. Click the **Select a Provider and Course** button. The Employee Management: Training Providers screen is displayed.
4. Locate the course provider's name,and click the arrow beside the name to view the course.
5. Click the radio button beside the course.
6. Click the **Submit** button at the bottom of the screen to select the course and return to the Create Training screen.
7. Indicate which required course, if any, the training fulfills. *Note this pull-down menu will only be populated if you've selected a mandatory training group **prior** to creating this record.*
8. Complete the remaining fields on the screen.
9. Click the **Submit** button to save the information and return to the Employee Management screen.

**NOTE** *If a training provider is not listed, contact the Program Administrator to add the training provider to the system.*

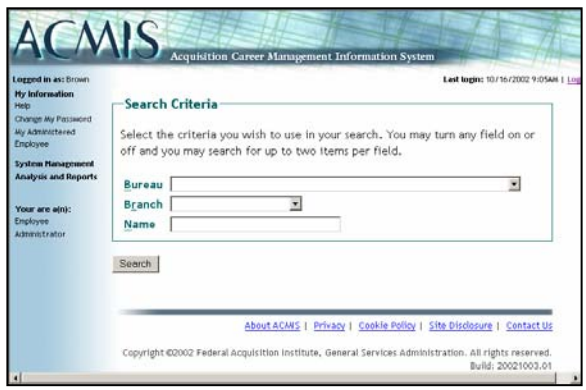
# Creating, Editing, & Viewing Data

**Permissions**

To select supervisors and training managers that will have permission to access your information, use the Permissions screen. After entering criteria, a search of the ACMIS database is run to locate the supervisor or manager. A supervisor will have access to view and edit all of your records in ACMIS. A training manager will only have access to your training and education records.

**To Add a Supervisor:**

1. Click the arrow beside **Permissions**. The selected Supervisors are displayed.
2. Click the **Add new Supervisor** link. The Search Criteria screen is displayed.
3. Enter the last name of the supervisor. *Note that this information usually produces the fastest search results.*
4. Click the **Search** button. A screen is displayed with the matches to the search.
5. Click the radio button beside the name of the supervisor.
6. Click the **Submit** button to save the information and return to the Employee Management screen.



Search Criteria Screen

**To Add a Training Manager:**

1. Click the arrow beside **Permissions**. The selected Training Managers are displayed.
2. Click the **Add new Training Manager** link. The Search Criteria screen is displayed.
3. Follow steps 3-6 listed above (*To Add a Supervisor)*.

**NOTE** *If the search does not find the supervisor or training manager for the selected Agency-Bureau-Branch, contact the Program Administrator to have this person added to the system.*

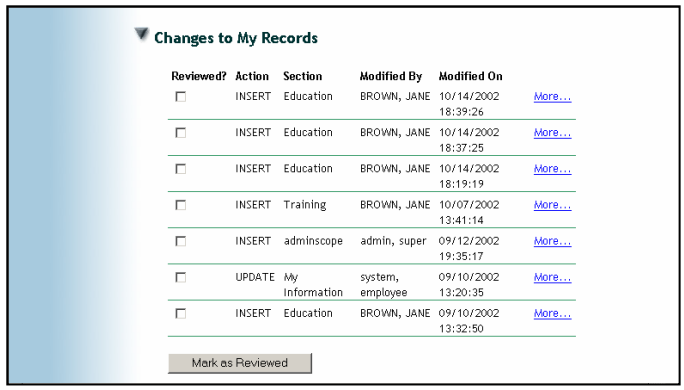
# Creating, Editing, & Viewing Data

**Changes to Records**

Any updates made to an employee's records in ACMIS are summarized on the Changes to My Records and Changes to My Employee's Records screens. Managers and employees view the changes and verify the edits by marking them as reviewed. When an employee's records are edited by someone else, the employee receives an e-mail notification.

**To Review Changes to Records:**

1. Click the arrow beside Changes to My Records or Changes to My Employee's Records. All changes that have not been reviewed are displayed.
2. Review the list to ensure all changes are accurate.
3. Click the box to the left of each mark it as reviewed.
4. Click the **Marked as Reviewed** button. The page is refreshed and marked changes no longer appear in the summary of changes.



Employee Management Screen

**OR**

1. To see a description of the edits made, click the **More** link beside the change. The View Changes to My Records/ View Changes to My Employee's Records screen is displayed.
2. Click the **Yes** button to mark a change as reviewed. The page is refreshed and the Employee Management main screen is displayed.

# Frequently Asked Questions

**Q: I cannot find my supervisor (or training manager) in ACMIS. How can I give him/her access to my records?**

**A:** It is possible that your supervisor's job series is not included in ACMIS. If this is the case, you will not find him/her in the system. Have your supervisor contact the Program Administrator to create his/her personnel record. Then your supervisor must register in ACMIS and add his/her current job. Once this process is complete, you will find your supervisor in the system and can give him/her rights to access your records.

**Q: What happens if I am locked out of ACMIS?**

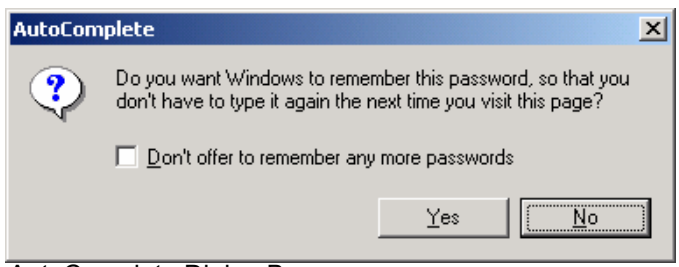
**A:** See page 8 for more information.

**Q: I am locked out of the system and my Program Administrator cannot find my records to reset my password or account. Why is this?**

**A:** Were you able to add your current job before getting locked out? If not, then your records are in ACMIS, but the Program Administrator does not have access to them. This will have to be resolved by the ACMIS System Administrator who will need your username to reset the account.

**Q: Should I use the Windows AutoComplete option to remember my password?**

**A:** No. When you are logging into ACMIS, the "AutoComplete" dialog box may appear. Click in the check box to deactivate this option in the future. Click the **No** button to decline this option. For security purposes, you do not want Windows to remember your password.

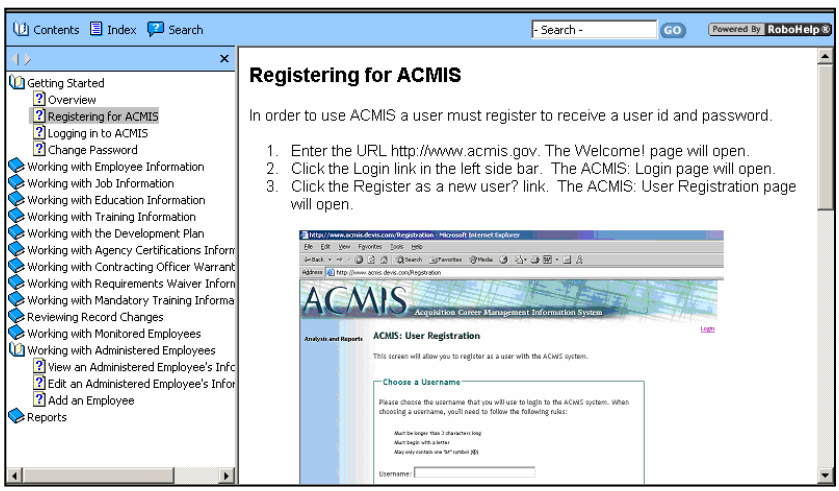


AutoComplete Dialog Box

# Help Information

There is an extensive online Help structure that can be used as a reference guide to locate answers to questions while working in ACMIS. The online Help resource is divided into three categories: Contents, Index, and Search. Once you're logged into ACMIS, click the **Help** link in the sidebar to access the Help files. *Note that the files open in a separate browser window. You can close this window without exiting ACMIS.*

| Help Tabs | Definition | How to Use |
|---|---|---|
| **Contents** | Help topics categorized into sections. | ➢ Click the section name link to reveal subsections. Click the topic to display the information. |
| **Index** | Help topics located by keyword. | ➢ Enter a keyword or click the topic link to the information. |
| **Search** | Help topics located by any matching word or phrase. | ➢ Enter a keyword or phrase and click **Go**. Click the topic to display the information. |




ACMIS On-line Help Screen

# Help Information

**ACMIS Help Desk**

For additional assistance, contact the ACMIS Help Desk.

***acmis_help@sra.com***

**Contact Information for Your Agency:**

# Section II: Program Administrator Duties

# ACMIS Program Administrator

**Role of the ACMIS Program Administrator**

The Program Administrator is one of the access roles in ACMIS. The Program Administrator has the responsibility for maintaining agency data in ACMIS and supporting employees in their use of the system.

**What are the Program Administrator rights?**

- Enter and edit his/her own information;
- Manage agency information (i.e., System Management);
- View and edit employee records within his/her scope;
- Create personnel records for employees whose job series are not included in ACMIS;
- Select a Program Administrator and designate access to agency/branch/bureau; and
- Reset employees' passwords and accounts.

**System Management Screen**

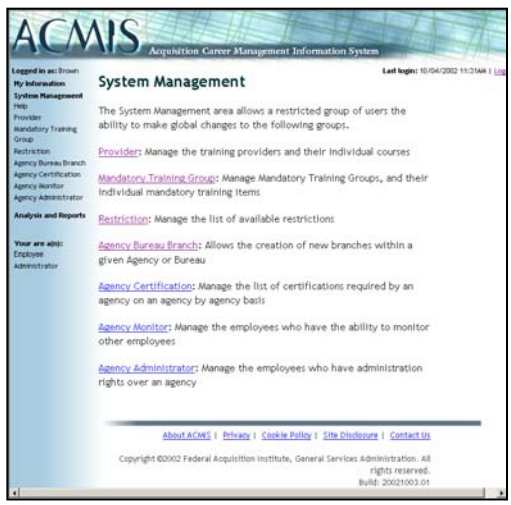
As a Program Administrator, you have access to the System Management screen. This screen contains links to seven sections where you will create and edit agency records.

**To View the System Management Screens:**

1. Log into ACMIS. [www.acmis.gov](http://www.acmis.gov).
   The Employee Management screen is displayed.
2. Click the **System Management** link on the side bar located on the left side of the screen. The System Management screen is displayed.
3. Click one of the seven links in the main window to view, create, delete, or edit agency information for that category.

**OR**

1. Click one of the seven links on the sidebar to view, create, delete, or edit agency information for that category.



System Management Screen

**NOTE** *When you have successfully registered with ACMIS, and have been granted the appropriate access level, you will see the System Management link when you log in. Note that on the sidebar, it indicates that you are logged in as an Employee and Administrator.*

# System Management Screen

Below is a description of the sections of the System Management screen where Program Administrators update agency information. *Note that while you see a master list of information for all agencies, as a Program Administrator you only have rights to edit information for your agency.*

- **Training Providers**

View information on providers and courses, and add, edit, and delete training providers and course information.

- **Mandatory Training Groups**

Manage an agency's mandatory training groups by creating and deleting training courses for specific groups.

- **CO Warrant Restrictions**

Manage the restrictions placed on contracting officers for the types of acquisitions that can be made or the amount that can be spent.

- **Agency Bureau Branch**

Identify an agency's hierarchy which is used to search for records in ACMIS and limit Program Administrator's scope.

- **Agency Certification**

Add information on the certification program offered by an agency.

- **Agency Monitors**

Assign monitors and designate their access rights within an agency.

- **Agency Administrators**

Designate agency Program Administrators.

- **My Administered Employees** *(Link available on the sidebar when the My Information screen is open.)* Assists employees with managing ACMIS records through such actions as viewing and editing employee records, creating a personnel file, and resetting an account or password.

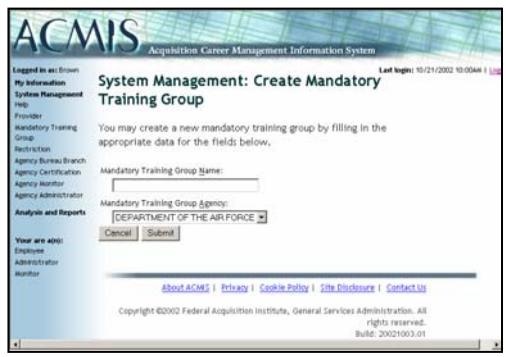
# Mandatory Training Groups

## Mandatory Training Groups Screen

Mandatory Training Group refers to the compulsory training for a category of employees. This information can be used to quickly assess the training needs for a group of employees. From this screen, create a new mandatory training group and view, edit, or delete existing mandatory training groups. You can also view, edit, delete, and add course information for each training group.

**To Create a Mandatory Training Group:**

1. On the System Management Screen, click the **Mandatory Training Group** link. The Mandatory Training Groups screen is displayed.
2. Click the **Create Mandatory Training Group** link.
3. Enter the name of the group and select the appropriate agency from the pull-down menu.
4. Click the **Submit** button. The Mandatory Training Groups screen is displayed with the newly created group.



Create Mandatory Training Group Screen

**? List the mandatory training for specific groups in your agency.**

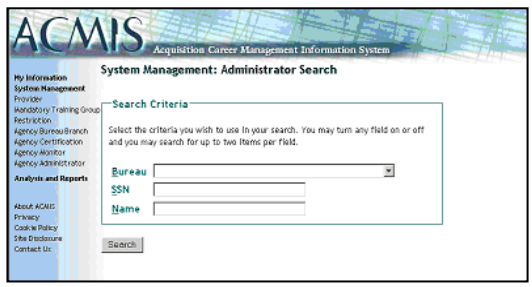
# Agency Program Administrators

**Agency Administrator Screen**

Use the Agency Administrator screen to view assigned Program Administrators and their access; add and remove Program Administrators; and edit their access to agencies, departments, and/or bureaus. In ACMIS, one Program Administrator is designated as the 'Super' Program Administrator, which gives him/her access to all of the agency and the rights to select additional Program Administrators and assign their level of access. The number of Program Administrators there are and the level of access each has will vary among agencies.

**To Add a Program Administrator:**

1. On the System Management screen, click the **Agency Administrator** link. The Manage Administrators screen is displayed.
2. Click the **Add a New Administrator** link. The Administrator Search screen is displayed.
3. Enter the person's last name.
   *Note that this information usually produces the fastest search results.*
4. Click the **Search** button. A screen is displayed with the matches to your search.
5. Select the name of the person by clicking the radio button beside his/her name.
6. Click the **Submit** button. The Manage Administrators screen is displayed with the new administrator.



Administrator Search Screen

**NOTE** *Before selecting an employee as a Program Administrator, confirm that his/her current job is correct. If the current job is not within your agency, you are unable to find the person and designate him/her as a Program Administrator.*

# Agency Program Administrators

**To Edit Program Administrator Information:**

1. On the System Management screen, click the **Agency Administrator** link. The Manage Administrators screen is displayed.
2. Locate the name of the administrator and click the arrow beside his/her name. The departments, agencies, and bureaus that the administrator can access are displayed.
3. Click the **Select an Agency/Bureau** link.
4. Check the box beside the name of the listed departments, agencies, or bureaus to give access to the selected administrator or uncheck the box to remove access.
5. Click the **Submit** button. The edits are saved and the Manage Administrators screen is displayed.

Administrator Scope Screen

**To Remove a Program Administrator:**

1. On the System Management screen, click the **Agency Administrator** link. The Manage Administrators screen is displayed.
2. Scroll through the list to locate the administrator.
3. Uncheck the box beside the Program Administrator's name.
4. Click the **Submit** button to save this change. The administrator is removed and the Manage Administrators screen is displayed.

**NOTE** *Although you will see the master list of Program Administrators in ACMIS, you do not have rights to remove and/or add Program Administrators outside of your agency.*

# Managing Employee Records

**Managing Employee Records**

Employees will contact you to assist them with using ACMIS. You can create a personnel file for an employee whose job series is not in the system, reset a password for an employee that has forgotten his/her password, and reset an employee's disabled account. *Note that resetting an account does **not** delete any information from the employee's record that has already been entered.*

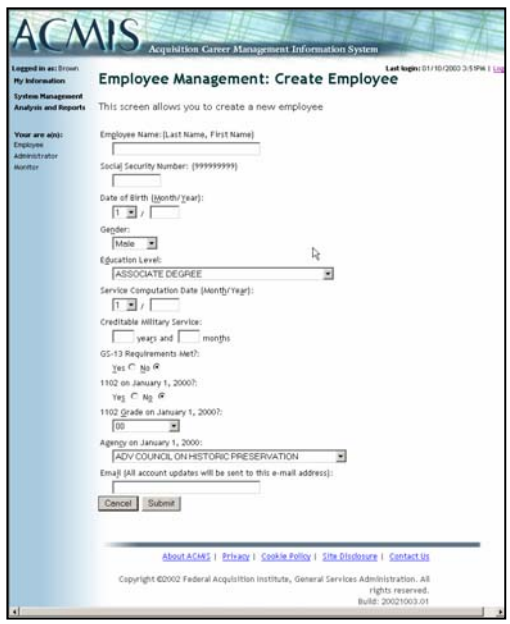
**To View and Edit an Employee's Records:**

1. Click the **My Information** link on the sidebar.
2. Click the **My Administered Employee** link on the sidebar.
3. Enter the first or last name or username of the employee. You can also search with the social security number, if known. *The search feature is used to prevent duplicate records.*
4. Click the **Search** button. A screen is displayed with matches to the search.
5. Click the employee's name to link to and verify his/her records.

**To Create an Employee's Personnel File:**

1. Follow steps 1-5 above.
2. Click the **Create Employee** link. The Create Employee screen is displayed.
3. Enter the appropriate information in the blank fields or select from the pull-down menus.
4. Click the **Submit** button to save and send the information.

**NOTE** *You need the social security number and date of birth to create a unique record for an employee.*



Create Employee Screen

**To Reset a Password or Account:**

1. Click the employee's name to link to his/her records.
2. Click the **Reset Password** link > **Change** button.

**OR**

1. Click the **Reset Account** link > **Reset** button.

*The employee is informed via e-mail of a reset password or account. When an employee's account is reset. He/she must register in ACMIS again, but the records entered are not lost.*

# Help Information

**ACMIS Help Desk**

For additional assistance, contact the ACMIS Help Desk.

***acmis_help@sra.com***

**System Administrator**

If the Head Program Administrator for an agency needs to have his/her password or account reset, please contact Joanne Shore.

- joanne.shore@gsa.gov
- #202-208-4724